

Subject Area 4: Pay Technician Activities

Research Finance Actions

805A-44C-1002

Conditions:

Given a military pay question to research and access to DoDFMR 7000.14-R, Volume 7A.

Standards:

Identify the chapter, section, paragraph, and subparagraph containing the answer to the military pay question without error.

Performance Steps

1. Describe the numbering system used in DoDFMR 7000.14-R, Volume 7A.

Note: The reference number "010104M.2.(a)" is used as an example for this performance step.

- a. The chapter is always the first two digits in the reference number: 01.
- b. The section is always the third and fourth digits in the reference number: 01.
- c. The paragraph is always the fifth and sixth digits in the reference number: 04.
- d. The subparagraph is always all the digits after the sixth digit in the reference number: M.2.(a).

2. Determine the location in DoDFMR 7000.14-R, Volume 7A, of the subject of a military pay question.

NOTE: The location of High Altitude-Low Opening Parachute Duty is used as an example for this performance step.

- a. Find the correct chapter.
 - (1) Look through the table of contents at the front of the regulation for the subject.
 - (2) Parachute Duty is found in chapter 24, "Parachute Duty, Flight Deck Duty, Demolition Duty, Experimental Stress Duty and Others Listed."
- b. Find the correct section within the chapter.
 - (1) Look through the table of contents at the beginning of the chapter for the subject.
 - (2) Parachute Duty is found in section 2, "Parachute Duty."
- c. Find the correct paragraph within the section.
 - (1) Scan the paragraph titles within the section.
 - (2) The entitlement to Parachute Duty is found in paragraph 1, "Entitlement."
- d. Find the correct subparagraph within the paragraph.
 - (1) Scan the subparagraphs under the paragraph.
 - (2) High Altitude-Low Opening Parachute Duty is found in subparagraph B, "Military Free Fall and High Altitude-Low Opening (HALO)."

3. Describe a Decision Logic Table (DLT) in DoDFMR 7000.14-R, Volume 7A.

Note: The table number "24-5" is used as an example for this performance step.

- a. DLTs simplify technical instructions.
- b. DLTs are located in the back of each chapter.
- c. The first set of digits in the table number refers to the chapter number in which the table is located: 24.
- d. The last set of digits in the table number refers to the table number within the chapter: 5.
- e. The heading identifies the type of instruction for the DLT.
- f. Column headings are alphabetically designated across the top of the DLT.
- g. A heavy black vertical line separates condition column headings (IF) from action column headings (THEN).
- h. Rules are numerically designated down the left hand column of the DLT.
- i. A heavy black horizontal line separates the rules.
- j. Notes referred to within the table are located directly beneath the table.

4. Use a Decision Logic Table in DoDFMR 7000.14-R, Volume 7A.

- a. Read the DLT heading to identify what the table is about.

Performance Steps

- b. Determine which rule to use by reading down the left hand condition column (IF) until finding the condition that exists. The condition column can be:
 - (1) A true statement for the rule.
 - (2) A false statement for the rule.
 - (3) A "X" if the column heading applies to the rule.
 - (4) A "Y" if the answer to the column heading is yes for the rule.
 - (5) A "N" if the answer to the column heading is no for the rule.
 - (6) Blank if the condition can not apply to the rule.
- c. Determine the outcome of the rule by reading the right hand action column (THEN) for the specific action to take. The action column can be:
 - (1) An action statement that must be taken.
 - (2) A "X" if the column heading action must be taken.
 - (3) Blank if the action can not apply to the rule.

Evaluation Preparation:

This task may be evaluated using two methods.

- a. **SELF EVALUATION.** Perform the task on the job, using the materials listed in the conditions statement. Evaluate yourself, using the performance measures, graded in accordance with the Evaluation Guidance section.
- b. **SUPERVISOR EVALUATION.** Ensure the soldier has the materials listed in the conditions statement. Have the soldier perform the task. Evaluate the soldier, using the performance measures, graded in accordance with the Evaluation Guidance section.

Performance Measures

1. Described the numbering system used in DoDFMR 7000.14-R, Volume 7A, by identifying that:
 - a. The chapter is always the first two digits in the reference number.
 - b. The section is always the third and fourth digits in the reference number.
 - c. The paragraph is always the fifth and sixth digits in the reference number.
 - d. The subparagraph is always all the digits after the sixth digit in the reference number.
2. Determined the location in DoDFMR 7000.14-R, Volume 7A, of the subject of a military pay question, by finding:
 - a. The correct chapter.
 - b. The correct section within the chapter.
 - c. The correct paragraph within the section.
 - d. The correct subparagraph within the paragraph.
3. Described what a Decision Logic Table (DLT) in DoDFMR 7000.14-R, Volume 7A, looks like.
4. Used a Decision Logic Table in DoDFMR 7000.14-R, Volume 7A, by:
 - a. Reading the DLT heading to identify what the table was about.
 - b. Determining which rule to use by reading down the left hand condition column (IF) until finding the condition that existed.
 - c. Determining the outcome of the rule by reading the right hand action column (THEN) for the specific action required to take.

| <u>GO</u> | <u>NO GO</u> |
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Evaluation Guidance:

- a. **SELF EVALUATION.** The task has been completed successfully if all performance measures are scored a GO. If you evaluated yourself a NO GO on any performance measure, refer to the applicable reference cited to research that performance measure prior to reevaluating yourself.
- b. **SUPERVISOR EVALUATION.** The soldier has completed the task successfully if all performance

measures are scored a GO. If the soldier received a NO GO on any performance measure, show the soldier what was done wrong and how to do it correctly, prior to reevaluating the soldier.

References

Required

DODFMR 7000.14-R, VOL 7A

Related

SGT Neal
SFC Pannell

Subject Area 13: Senior Pay Analyst Activities

Verify Military Pay Input

805A-44C-3405

Conditions:

Given a requirement to verify active component military pay transactions and access to:

- a. Military Pay Procedures Manual - AC (MPPM-AC).
- b. DoDFMR 7000.14-R, Volume 7A.
- c. AR 37-104-4.
- d. Defense Military Pay Office Suite (DMO).
- e. Printout of transactions.
- f. Original diskette of transactions.
- g. Substantiating documents.

Standards:

Find and correct all identified errors.

Performance Steps

1. Receive the cycle (documents, printout of transactions, and diskette of transactions) from the input clerk.
2. Verify all supporting documents for completeness and required input.
3. Access the Defense Military Pay Office Suite (DMO) verifier menu.
4. Ensure all required transactions are inputted correctly.
5. Return the cycle to the clerk for correction of any identified errors.
6. Receive the cycle back from the clerk.
7. Verify all required corrections are made.
8. Forward the cycle for uploading to DFAS-IN for processing.
9. Safeguard password at all times.

Evaluation Preparation:

This task may be evaluated using two methods.

- a. SELF EVALUATION. Perform the task on the job, using the materials listed in the conditions statement. Evaluate yourself, using the performance measures, graded in accordance with the Evaluation Guidance section.
- b. SUPERVISOR EVALUATION. Ensure the soldier has the materials listed in the conditions statement. Have the soldier perform the task. Evaluate the soldier, using the performance measures, graded in accordance with the Evaluation Guidance section.

Performance Measures

1. Received the cycle from the input clerk.
2. Verified all supporting documents for completeness and required input.
3. Accessed the Defense Military Pay Office Suite (DMO) verifier menu.
4. Ensured all required transactions were inputted correctly.

| <u>GO</u> | <u>NO GO</u> |
|-----------|--------------|
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Performance Measures

5. Returned the cycle to the clerk for correction of any identified errors.
6. Received the cycle back from the clerk.
7. Verified all required corrections were made.
8. Forwarded the cycle for uploading to DFAS-IN for processing.
9. Safeguarded password at all times.

| GO | NO GO |
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Evaluation Guidance:

- a. SELF EVALUATION. The task has been completed successfully if all performance measures are scored a GO. If you evaluated yourself a NO GO on any performance measure, refer to the applicable reference cited to research that performance measure prior to reevaluating yourself.
- b. SUPERVISOR EVALUATION. The soldier has completed the task successfully if all performance measures are scored a GO. If the soldier received a NO GO on any performance measure, show the soldier what was done wrong and how to do it correctly, prior to reevaluating the soldier.

References**Required**

AR 37-104-4
DODFMR 7000.14-R, VOL 7A
MANUAL-MPPM (AC)

Related

SGT Neal
SFC Pannell

Determine Entitlement to Pay and Allowances 805A-FSC-8103

Conditions:

Given a requirement to determine the entitlement of a pay or allowance for a soldier and access to:

- a. DoDFMR 7000.14-R, Volume 7A.
- b. JFTR, Volume 1.
- c. AR 37-104-4.
- d. AR 614-30.
- e. AR 700-84.
- f. Personal computer system with access to the worldwide web.
- g. Calculator

Standards:

Determine, without error, if a soldier is entitled to:

1. Basic Pay.
2. Special Pay.
3. Incentive Pay.
4. Basic Allowance for Subsistence.
5. Basic Allowance for Housing.
6. Family Separation Allowance.
7. Clothing Allowance.
8. Overseas Housing Allowance.
9. Cost of Living Allowance.
10. Personal Money Allowance.

Performance Steps

1. Determine entitlement to Basic Pay.
 - a. Determine if the soldier is in a pay status.
 - (1) Determine if the soldier is on active duty.
 - (2) Determine if the soldier is an officer.
 - (a) In a non-pay status if dropped from rolls by the President of the United States.
 - (b) In a pay status in all other instances.
 - (3) Determine if the soldier is enlisted. An enlisted soldier is in a pay status unless the soldier is:
 - (a) In an excess leave status.
 - (b) Absent without leave (AWOL) and the absence is not excused as unavoidable.
 - (c) A deserter.
 - (d) In confinement by civil authorities and the absence is not excused as unavoidable.
 - (e) Serving a court-martial sentence that includes a forfeiture of all pay and allowances.
 - b. Determine the soldier's rank.
 - c. Calculate the soldier's pay entry basic date (PEBD) in accordance with DoDFMR 7000.14-R, Volume 7A, Chapter 1.
 - d. Calculate the entitlement due in accordance with (IAW) DoDFMR 7000.14-R, Volume 7A, Tables 2-5 through 2-8.
2. Determine entitlement to Special Pay.
 - a. Determine entitlement to Special Duty Assignment Pay (SDAP).
 - (1) Determine if a soldier is performing duties designated by the Secretary of the Army as extremely difficult or involving an unusual degree of responsibility (e.g., a drill sergeant or productive recruiter).
 - (2) Determine if the soldier has received annual certification stating the eligibility to receive SDAP.

Performance Steps

- (3) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 080105B.
- b. Determine entitlement to Hostile Fire and Imminent Danger Pay.
 - (1) Determine if a soldier has been certified by the unit commander as:
 - (a) Subjected to hostile fire or explosion of a hostile mine.
 - (b) On duty in an area in close proximity to a hostile fire incident and in danger of being exposed to the same dangers actually experienced by other soldiers subjected to the hostile fire or explosion of a hostile mine.
 - (c) Killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.
 - (2) Determine if a soldier is on official duty in an eligible area IAW DoDFMR 7000.14-R, Volume 7A, Table 10-1.
 - (3) Calculate the entitlement at the rate of \$150.00 per month.
- c. Determine entitlement to Hardship Duty Pay (HDP).
 - (1) Determine entitlement to HDP for Mission Assignment (HDP-M).
 - (a) Determine if a soldier is assigned to the Defense Prisoner of War/Missing Personnel Office (DPMO), the Joint Task Force-Full Accounting (JTF-FA), or the Central Identification Lab-Hawaii (CIL-HI).
 - (b) Determine if a soldier is on temporary duty with DPMO, JTF-FA, or CIL-HI.
 - (c) Determine if a soldier is otherwise under operational control of DPMO, JTF-FA, or CIL-HI.
 - (d) Determine if the soldier has performed investigative or remains recovery duty in a remote, isolated area for recovery of a United States soldier's remains.
 - (e) Calculate the entitlement at the rate of \$150.00 per month.
 - (2) Determine entitlement to HDP for Location Assignment for Designated Areas (HDP-L(DA)).
 - (a) Determine if the soldier is assigned to duty in a location designated in DoDFMR 7000.14-R, Volume 7A, Figure 17-1.
 - (b) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Figure 17-1.
 - (3) Determine entitlement to HDP for Location Assignment for Certain Places (HDP-L(CP)).
 - (a) Determine if a soldier is enlisted.
 - (b) Determine if the soldier is assigned to duty in a location designated in DoDFMR 7000.14-R, Volume 7A, Figure 17-2.
 - (c) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 170202B.
- d. Determine entitlement to Overseas Extension Incentive Pay (OEIP).
 - (1) Determine if an enlisted soldier has a military occupational specialty (MOS) designated by the Secretary of the Army to receive OEIP.
 - (2) Determine if the soldier has completed an overseas tour of duty at a location outside the continental United States (OCONUS) designated by the Secretary of the Army.
 - (3) Determine if the soldier has extended the tour of duty for a period of at least one year.
 - (4) Determine if the soldier has been awarded a Special Pay or annual bonus by referring to the OEIP order.
 - (5) Calculate the amount of Special Pay at the rate prescribed in the OEIP order, not to exceed the rate of \$80.00 per month.
 - (6) Calculate the amount of the annual bonus at the rate prescribed in the OEIP order, not to exceed the rate of \$2,000.00 per year.
- e. Determine entitlement to Foreign Language Proficiency Pay (FLPP).
 - (1) Determine if a soldier has been certified within the past 12 months as proficient in a foreign language identified for FLPP.
 - (2) Determine if the soldier meets one of the following conditions:
 - (a) Qualified in a career military linguist specialty.
 - (b) Received training designated to develop proficiency in the foreign language.
 - (c) Assigned to military duties requiring proficiency in the foreign language.
 - (d) Proficient in a critical foreign language.
 - (3) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 190103.

Performance Steps

3. Determine entitlement to Incentive Pay.
 - a. Determine entitlement to Aerial Flight Pay.
 - (1) Determine if a soldier is under competent orders to participate in regular and frequent aerial flights.
 - (2) Determine if the soldier has met the minimum flight requirements IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 220103.
 - (3) Calculate the entitlement for a non-crew member at the rate of \$150.00 per month.
 - (4) Calculate the entitlement for a crew member IAW DoDFMR 7000.14-R, Volume 7A, Table 22-1.
 - b. Determine entitlement to Parachute Duty Pay.
 - (1) Determine if a soldier has received a designation as a parachutist or parachute rigger or is undergoing training for the designation.
 - (a) Determine if a soldier is under competent orders to engage in parachute jumping from an aircraft in aerial flight.
 - (b) Determine if the soldier has met the minimum performance requirements IAW DoDFMR 7000.14-R, Volume 7A, Table 24-3.
 - (c) Calculate the entitlement at the rate of \$150.00 per month.
 - (2) Determine if a soldier has received a designation as a High Altitude-Low Opening (HALO) parachutist or is undergoing training for the designation.
 - (a) Determine if a soldier is under competent orders to engage in HALO parachute jumping from an aircraft in aerial flight.
 - (b) Determine if the soldier has met the minimum performance requirements IAW DoDFMR 7000.14-R, Volume 7A, Table 24-3.
 - (c) Calculate the entitlement at the rate of \$225.00 per month.
 - c. Determine entitlement to Experimental Stress Duty Pay.
 - (1) Determine if a soldier is under competent orders to engage in experimental stress duty as a primary duty.
 - (2) Determine if the soldier has performed experimental stress duty at least once during the calendar month IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 240501B.
 - (3) Calculate the entitlement at the rate of \$150.00 per month.
 - d. Determine entitlement to Demolition Duty Pay.
 - (1) Determine if a soldier is under competent orders to engage in the demolition of live explosives as a primary duty.
 - (2) Determine if the soldier has performed demolition duty at least once during the calendar month IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 240401B.
 - (3) Calculate the entitlement at the rate of \$150.00 per month.
 - e. Determine entitlement to Toxic Fuels (or Propellants) Duty Pay.
 - (1) Determine if a soldier's primary duty involves the servicing of aircraft or missiles with highly toxic fuels or propellants.
 - (2) Calculate the entitlement at the rate of \$150.00 per month.
 - f. Determine entitlement to Dangerous Viruses (or Bacteria) Lab Duty Pay.
 - (1) Determine if a soldier is under competent orders to engage in laboratory work with live dangerous viruses or bacteria as a primary duty.
 - (2) Determine if the soldier has performed the primary duty for a period of 30 consecutive days or more.
 - (3) Calculate the entitlement at the rate of \$150.00 per month.
 - g. Determine entitlement to Toxic Pesticides Duty Pay.
 - (1) Determine if a soldier is under competent orders to engage in toxic pesticides duty as a primary duty.
 - (2) Determine if the soldier has performed the primary duty for a period of 30 consecutive days or more.
 - (3) Calculate the entitlement at the rate of \$150.00 per month.
 - h. Determine entitlement to Chemical Munitions Duty Pay.

Performance Steps

- (1) Determine if a soldier's primary duty involves the handling of chemical munitions or the components of such munitions.
 - (2) Calculate the entitlement at the rate of \$150.00 per month.
 - i. Determine entitlement to Dual Incentive Pay.
 - (1) Determine if a soldier is required by orders to perform multiple hazardous duties necessary for successful completion of the mission.
 - (2) Calculate the entitlement to HALO Pay at the rate of \$225.00 per month.
 - (3) Calculate the entitlement of all other Incentive Pays at the rate of \$150.00 per month.
 - (4) Do not pay the entitlement to more than two Incentive Pays for any one month.
 4. Determine entitlement to Basic Allowance for Subsistence (BAS).
 - a. Determine if a soldier is an officer.
 - (1) Determine that the officer is not AWOL for more than 24 hours.
 - (2) Determine that the officer is not on excess leave.
 - (3) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Table 25-5.
 - b. Determine if a soldier is enlisted.
 - (1) Determine entitlement to Separate Rations (SEPRATS).
 - (a) Determine if the soldier is not in Basic Training.
 - (b) Determine that a soldier is authorized to reside with dependents.
 - (c) Determine that a soldier is in the pay grade of E-7 through E-9.
 - (d) Determine that a soldier in the pay grade of E-6 or below does not have government quarters available to reside in at the permanent duty station.
 - (e) Determine that a soldier's commander has granted authorization to mess separately.
 - (f) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Table 25-5.
 - (2) Determine entitlement to Rations in Kind Not Available (RIKNA).
 - (a) Determine if the soldier is not in Basic Training.
 - (b) Determine that a government mess is not available to the soldier at the permanent duty station.
 - (c) Determine that it is impracticable for the government to provide mess to the soldier (e.g., a military policeman on night patrol).
 - (d) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Table 25-5.
 - (3) Determine entitlement to Emergency Rations (EMRATS).
 - (a) Determine if the soldier is not in Basic Training.
 - (b) Determine that a government mess is not available to the soldier at the permanent duty station.
 - (c) Determine that the conditions at the soldier's permanent duty station require extraordinary expenses for subsistence.
 - (d) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Table 25-5.
 - (4) Determine entitlement to BAS.
 - (a) Determine if the soldier is not in Basic Training.
 - (b) Determine that the soldier is not receiving SEPRATS, RIKNA, or EMRATS.
 - (c) Determine that a government mess is available and practical for the soldier at the permanent duty station.
 - (d) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Table 25-5.
 - (5) Determine entitlement to Supplemental Subsistence Allowance.
 - (a) Determine if the soldier is not in Basic Training.
 - (b) Determine if the soldier is receiving SEPRATS or Partial BAS.
 - (c) Determine that a mess is not available for part of a day (e.g., equipment failure).
 - (d) Determine that a soldier's duties prevent use of a government mess for part of a day.
 - (e) Calculate the entitlement IAW DoDFMR 7000.14-R, Volume 7A, Table 25-5.
5. Determine entitlement to Basic Allowance for Housing (BAH).
 - a. Determine entitlement to BAH-I.
 - (1) Determine if a soldier is stationed in the United States (to include Alaska and Hawaii).
 - (2) Determine if the soldier has no dependents.

Performance Steps

- (a) Determine that a soldier in the pay grade of E-7 or above has elected not to occupy government quarters (i.e., Bachelor Enlisted Quarters or Bachelor Officer Quarters) at the permanent duty station.
 - (b) Determine that a soldier in the pay grade of E-6 or below does not have government quarters available to reside in at the permanent duty station.
 - (c) Determine that a soldier in the pay grade of E-4 (with 4 or more years of service) or higher is in a travel status incident to a permanent change of station move from a location in the United States.
 - (d) Calculate the entitlement due as the rate specified on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) web site (<http://www.dtic.mil/perdiem>).
- (3) Determine if the soldier has dependents IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 2604.
 - (a) Determine that adequate government quarters are not provided for the soldier and dependents.
 - (b) Calculate the entitlement due as the rate specified on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) web site (<http://www.dtic.mil/perdiem>).
- b. Determine entitlement to BAH-II.
 - (1) Determine if a soldier is stationed outside the United States (to include Alaska and Hawaii).
 - (2) Determine if the soldier has no dependents.
 - (a) Determine that a soldier in the pay grade of E-7 or above has elected not to occupy government quarters (i.e., Bachelor Enlisted Quarters or Bachelor Officer Quarters) at the permanent duty station.
 - (b) Determine that a soldier in the pay grade of E-6 or below does not have government quarters available to reside in at the permanent duty station.
 - (c) Determine that a soldier in the pay grade of E-4 (with 4 or more years of service) or higher is in a travel status incident to a permanent change of station move from a location in the United States.
 - (d) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 26-12.
 - (3) Determine if the soldier has dependents IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 2604.
 - (a) Determine that adequate government quarters are not provided for the soldier and dependents.
 - (b) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 26-12.
- c. Determine entitlement to Partial BAH.
 - (1) Determine if a soldier is not entitled to BAH-I or BAH-II.
 - (2) Determine if the soldier has no dependents.
 - (3) Determine if the soldier is assigned to single-type government quarters (i.e., barracks, Bachelor Enlisted Quarters or Bachelor Officer Quarters) or on field or sea duty.
 - (4) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 26-12.
- d. Determine entitlement to BAH-Difference (BAH-DIFF).
 - (1) Determine if a soldier has a dependent IAW DoDFMR 7000.14-R, Volume 7A, Paragraph 260406.
 - (2) Determine that adequate government quarters are not provided for the dependent.
 - (3) Determine that the soldier contributes to the support of the dependent.
 - (4) Determine that the support is equal to or more than the difference between the soldier's applicable with and without dependent BAH-II rates, as determined IAW DoDFMR 7000.14-R, Volume 7A, Table 26-12.
 - (5) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 26-12.
- 6. Determine entitlement to Family Separation Allowance (FSA).
 - a. Determine if a soldier has dependents.
 - (1) Spouse.

Performance Steps

- (2) Children.
- (3) Parent.
- b. Determine that a sole dependent is not in an institution (e.g., jail) for a period of over one year.
- c. Determine that a dependent parent lives in a home that the soldier controls, supervises, and maintains for mutual use when circumstances permit.
- d. Determine entitlement to Family Separation Housing (FSH).
 - (1) Determine if a soldier is assigned to a permanent duty station OCONUS or in Hawaii.
 - (2) Determine that transportation of the soldier's dependents to the permanent duty station or to a place near that station is not authorized at government expense.
 - (3) Determine that the dependents do not live at or near the permanent duty station.
 - (4) Determine that adequate government quarters or housing facilities are not available for assignment and inadequate government quarters are not assigned.
 - (5) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 26-12.
- e. Determine entitlement to Family Separation Allowance Type II (FSA-II).
 - (1) Determine entitlement to FSA-II, subcategory R (FSA-R).
 - (a) Determine that transportation of a soldier's dependents to a permanent duty station or to a place near that station is not authorized at government expense.
 - (b) Determine that the dependents do not live at or near the permanent duty station.
 - (c) Calculate the entitlement due as \$100.00 per month.
 - (2) Determine entitlement to FSA-II, subcategory T (FSA-T).
 - (a) Determine that a soldier's dependents do not live at or near a temporary duty station.
 - (b) Determine that the soldier is away from the permanent duty station continuously for a period of 30 days or more.
 - (c) Calculate the entitlement due as \$100.00 per month.
 - (3) Determine entitlement to FSA-II, subcategory S (FSA-S).
 - (a) Determine if a soldier is on duty aboard a ship.
 - (b) Determine that the ship is away from the homeport continuously for a period of 30 days or more.
 - (c) Calculate the entitlement due as \$100.00 per month.
7. Determine entitlement to clothing allowances.
 - a. Determine entitlement to Standard Initial Clothing Allowance.
 - (1) Determine if a soldier is enlisted.
 - (2) Determine it is the soldier's first enlistment in the service.
 - (3) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 29-1.
 - b. Determine entitlement to Special Initial Clothing Allowance.
 - (1) Determine if an enlisted soldier has been selected for and entered an officer training program.
 - (2) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 29-2.
 - c. Determine entitlement to Cash Clothing Replacement Allowance.
 - (1) Determine if a soldier is enlisted.
 - (2) Determine the soldier is not attending an officer training program or academy preparatory school.
 - (3) Calculate Basic Cash Clothing Replacement Allowance.
 - (a) Determine if the soldier is within the first three years of active service.
 - (b) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 29-4.
 - (4) Calculate Standard Cash Clothing Replacement Allowance.
 - (a) Determine if the soldier has completed three years of active service.
 - (b) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 29-4.
 - d. Determine entitlement to Supplementary Clothing Allowance.
 - (1) Determine if a soldier is enlisted.
 - (2) Determine if the soldier is authorized a supplemental allowance IAW CTA 50-900.
 - (3) Determine if the soldier has not received a full or partial supplemental issue while assigned in the military occupational specialty (MOS).

Performance Steps

- (4) Determine there was a break of 3 years or more between MOS assignments requiring issue.
- (5) Ensure the soldier is issued the clothing or equipment through the Central Issue Facility (CIF).
- e. Determine entitlement to Civilian Clothing Allowance.
 - (1) Determine entitlement to Permanent Duty Civilian Clothing Allowance.
 - (a) Determine if a soldier has been directed by competent authority to dress in civilian clothing more than half the time when performing official duty at a permanent duty station.
 - (b) Determine if an officer's permanent duty station is outside the United States.
 - (c) Calculate the Initial Civilian Clothing Allowance entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 29-7.
 - (d) Determine if the soldier has completed a year in the assignment requiring the wear of civilian clothing.
 - (e) Determine if it is projected the soldier will complete at least six additional months in the assignment.
 - (f) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 29-7.
 - (2) Determine entitlement to Temporary Duty (TDY) Civilian Clothing Allowance.
 - (a) Determine if a soldier has been directed by competent authority to dress in civilian clothing more than half the time when performing official duty while TDY.
 - (b) Determine if both an officer's permanent duty and TDY stations are outside the United States.
 - (c) Determine if the soldier was TDY for at least 15 consecutive or accumulative days in a 30 day period.
 - (d) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 29-7.
 - (e) Determine if the soldier was TDY for more than 30 days of which at least 15 days were consecutive.
 - (f) Calculate the entitlement due IAW DoDFMR 7000.14-R, Volume 7A, Table 29-7.
- f. Determine entitlement to Initial Uniform Allowance.
 - (1) Determine if a soldier is an officer.
 - (2) Determine if the officer has:
 - (a) Reported for active duty for the first time for a period of more than 90 days.
 - (b) Completed at least 14 days of active duty or active duty for training as a member of the Reserves.
 - (c) Completed 14 periods of inactive duty training as a member of the Ready Reserve.
 - (3) Calculate the entitlement due as \$400.00, regardless of previous enlisted status.
- g. Determine entitlement to Additional Active Duty Uniform Allowance.
 - (1) Determine if a soldier is an officer.
 - (2) Determine if the officer is a member of a Reserve Component.
 - (3) Determine if the officer is an Army officer without component.
 - (4) Determine if the officer is an ROTC graduate appointed to the active component.
 - (5) Determine if the officer is entering or reentering active duty or active duty for training for a period of more than 90 days.
 - (6) Determine if the officer has not received an Initial Uniform Allowance of more than \$200.00 during or within two years of the current tour of active duty or active duty for training.
 - (7) Calculate the entitlement due as \$200.00.
8. Determine entitlement to Overseas Housing Allowance (OHA).
 - a. Determine if a soldier is stationed outside the United States.
 - b. Calculate the without dependent OHA entitlement.
 - (1) Determine if the soldier has no dependents.
 - (2) Determine if the soldier has no command sponsored dependents at the permanent duty station.

Performance Steps

- (3) Determine if the soldier is married to another soldier and does not claim any command sponsored dependents for pay purposes.
- (4) Determine if the soldier is not occupying adequate government quarters.
- (5) Calculate the entitlement due IAW JFTR, Volume 1, Appendix K, Paragraph F.
- c. Calculate the with dependent OHA entitlement.
 - (1) Determine if the soldier has command sponsored dependents at the permanent duty station.
 - (2) Determine if the soldier is not occupying adequate government quarters.
 - (3) Calculate the entitlement due IAW JFTR, Volume 1, Appendix K, Paragraph F.
9. Determine entitlement to Cost of Living Allowance (COLA).
 - a. Determine entitlement to COLA.
 - (1) Determine if a soldier is stationed OCONUS.
 - (2) Calculate the without dependents COLA entitlement.
 - (a) Determine if the soldier has no dependents.
 - (b) Determine if the soldier has no command sponsored dependents at the permanent duty station.
 - (c) Determine if the soldier is married to another soldier and does not claim any command sponsored dependents for pay purposes.
 - (d) Calculate the entitlement due IAW JFTR, Volume 1, Appendix J, Paragraph G.
 - (3) Calculate the with dependents COLA entitlement.
 - (a) Determine the number of command sponsored dependents at the permanent duty station. (The maximum number of dependents for COLA purposes is 5.)
 - (b) Calculate the entitlement due IAW JFTR, Volume 1, Appendix J, Paragraph G.
 - b. Determine entitlement to continental United States (CONUS) COLA.
 - (1) Determine if a soldier is assigned to a CONUS high cost area.
 - (2) Determine if a soldier is assigned OCONUS in an unaccompanied status and the soldier's primary dependent resides in a CONUS high cost area.
 - (3) Calculate the entitlement due as the rate specified on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) web site (<http://www.dtic.mil/perdiem>).
10. Determine entitlement to Personal Money Allowance.
 - a. Determine if the soldier is an officer in the rank of Lieutenant General or above.
 - b. Determine if the soldier is the Sergeant Major of the Army.
 - c. Calculate the entitlement due IAW DoDFMR 7000.14-R, Chapter 31, Paragraph 2.

Evaluation Preparation:

This task may be evaluated using two methods.

- a. SELF EVALUATION. Perform the task on the job, using the materials listed in the conditions statement. Evaluate yourself, using the performance measures, graded in accordance with the Evaluation Guidance section.
- b. SUPERVISOR EVALUATION. Ensure the soldier has the materials listed in the conditions statement. Have the soldier perform the task. Evaluate the soldier, using the performance measures, graded in accordance with the Evaluation Guidance section.

Performance Measures

1. Determined entitlement to Basic Pay.
2. Determined entitlement to Special Pay.
 - a. Determined entitlement to Special Duty Assignment Pay.
 - b. Determined entitlement to Hostile Fire and Imminent Danger Pay.
 - c. Determined entitlement to Hardship Duty Pay.
 - d. Determined entitlement to Overseas Extension Incentive Pay.
 - e. Determined entitlement to Foreign Language Proficiency Pay.

| <u>GO</u> | <u>NO GO</u> |
|-----------|--------------|
| <u>✓</u> | — |
| <u>✓</u> | — |

Performance Measures

| | <u>GO</u> | <u>NO GO</u> |
|--|-----------|--------------|
| 3. Determined entitlement to Incentive Pay. | — | — |
| a. Determined entitlement to Aerial Flight Pay. | | |
| b. Determined entitlement to Parachute Duty Pay. | | |
| c. Determined entitlement to Experimental Stress Duty Pay. | | |
| d. Determined entitlement to Demolition Duty Pay. | | |
| e. Determined entitlement to Toxic Fuels (or Propellants) Duty Pay. | | |
| f. Determined entitlement to Dangerous Viruses (or Bacteria) Lab Duty Pay. | | |
| g. Determined entitlement to Toxic Pesticides Duty Pay. | | |
| h. Determined entitlement to Chemical Munitions Duty Pay. | | |
| i. Determined entitlement to Dual Incentive Pay. | ✓ | — |
| 4. Determined entitlement to Basic Allowance for Subsistence. | ✓ | — |
| a. Determined entitlement to Basic Allowance for Subsistence for officers. | | |
| b. Determined entitlement to Separate Rations. | | |
| c. Determined entitlement to Rations in Kind Not Available. | | |
| d. Determined entitlement to Emergency Rations. | | |
| e. Determined entitlement to Partial Basic Allowance for Subsistence. | | |
| f. Determined entitlement to Supplemental Subsistence Allowance. | | |
| 5. Determined entitlement to Basic Allowance for Housing. | ✓ | — |
| a. Determined entitlement to Basic Allowance for Housing - Without Dependents. | | |
| b. Determined entitlement to Basic Allowance for Housing - With Dependents. | | |
| c. Determined entitlement to Partial Basic Allowance for Housing. | | |
| d. Determined entitlement to Basic Allowance for Housing - Difference. | | |
| 6. Determined entitlement to Family Separation Allowance. | ✓ | — |
| a. Determined entitlement to Family Separation Housing. | | |
| b. Determined entitlement to Family Separation Allowance Type II. | ✓ | — |
| 7. Determine entitlement to clothing allowances. | ✓ | — |
| a. Determined entitlement to Standard Initial Clothing Allowance. | | |
| b. Determined entitlement to Special Initial Clothing Allowance. | | |
| c. Determined entitlement to Cash Clothing Replacement Allowance. | | |
| d. Determined entitlement to Supplementary Clothing Allowance. | | |
| e. Determined entitlement to Civilian Clothing Allowance. | | |
| f. Determined entitlement to Initial Uniform Allowance. | | |
| g. Determined entitlement to Additional Active Duty Uniform Allowance. | | |
| 8. Determined entitlement to Overseas Housing Allowance. | ✓ | — |
| 9. Determined entitlement to Cost of Living Allowance. | ✓ | — |
| a. Determined entitlement to COLA. | | |
| b. Determined entitlement to CONUS COLA. | | |
| 10. Determined entitlement to Personal Money Allowance. | ✓ | — |

Evaluation Guidance:

a. **SELF EVALUATION.** The task has been completed successfully if all performance measures are scored a GO. If you evaluated yourself a NO GO on any performance measure, refer to the applicable reference cited to research that performance measure prior to reevaluating yourself.

b. **SUPERVISOR EVALUATION.** The soldier has completed the task successfully if all performance measures are scored a GO. If the soldier received a NO GO on any performance measure, show the soldier what was done wrong and how to do it correctly, prior to reevaluating the soldier.

References

Required

AR 37-104-4

AR 614-30

AR 700-84

DODFMR 7000.14-R, VOL 7A

JFTR VOL 1

Related

SGT Neal
SFC Pannell

2014 FAD
13-16 JAN 09

Interpret an Active Component Military Pay Account 805A-FSC-8105

Conditions:

Given a requirement to research a pay inquiry and access to:

- a. Military Pay Procedures Manual - Active Component (MPPM-AC).
- b. DoDFMR 7000.14-R, Volume 7A.
- c. Defense Military Pay Office Standard Inquiry System (DSIS).
- d. DSIS User Manual.
- e. Defense Military Pay Office Suite (DMO).
- f. DMO User Manual.
- g. A soldier's pay inquiry.

Standards:

Interpret an Active Component Master Military Pay Account (MMPA) to determine the required action for a soldier's pay inquiry.

Performance Steps

1. Receive a Pay Inquiry (DA Form 2142) from a soldier.
2. Verify the DA Form 2142 has all required information entered.
3. Access the Defense Military Pay Office Suite (DMO) in accordance with (IAW) the DMO User Manual.
4. Access the Defense Military Pay Office Standard Inquiry System (DSIS) IAW the DSIS User Manual.
5. Access the soldier's Master Military Pay Account (MMPA) IAW the DSIS User Manual.
6. Screen the document to determine what portion of the MMPA is required to research the pay inquiry.
 - a. Determine if an entire category of information is needed for the review (e.g., all leave information).
 - b. Determine if a specific entry will suffice for the review (e.g., the soldier's leave balance).
7. Access the portion of the MMPA required to research the pay inquiry IAW with the DSIS User Manual.
8. Print the required portion of the MMPA IAW the DSIS User Manual.
9. Determine if the pay inquiry is valid by analyzing the printed MMPA IAW the Military Pay Procedures Manual - Active Component and DoDFMR 7000.14-R, Volume 7A.
10. Take the appropriate action if the pay inquiry is valid.
11. Annotate the DA Form 2142 as to the action taken.
12. Annotate the DA Form 2142 with the reason no action is required if the pay inquiry is not valid.
13. Return the DA Form 2142 to the soldier.

Evaluation Preparation:

This task may be evaluated using two methods.

- a. SELF EVALUATION. Perform the task on the job, using the materials listed in the conditions statement. Evaluate yourself, using the performance measures, graded in accordance with the Evaluation Guidance section.
- b. SUPERVISOR EVALUATION. Ensure the soldier has the materials listed in the conditions statement.

Have the soldier perform the task. Evaluate the soldier, using the performance measures, graded in accordance with the Evaluation Guidance section.

Performance Measures

| | <u>GO</u> | <u>NO GO</u> |
|---|-----------|--------------|
| 1. Received a Pay Inquiry (DA Form 2142) from soldier. | ✓ | — |
| 2. Verified the DA Form 2142 had all required information entered. | ✓ | — |
| 3. Accessed the Defense Military Pay Office Suite (DMO) in accordance with (IAW) the DMO User Manual. | ✓ | — |
| 4. Accessed the Defense Military Pay Office Standard Inquiry System (DSIS) IAW the DSIS User Manual. | — | N/A |
| 5. Accessed the soldier's Master Military Pay Account (MMPA) IAW the DSIS User Manual. | — | N/A |
| 6. Determined what portion of the MMPA was required to research the pay inquiry. | ✓ | — |
| 7. Accessed the portion of the MMPA required to research the pay inquiry IAW with the DSIS User Manual. | — | N/A |
| 8. Printed the required portion of the MMPA IAW with the DSIS User Manual. | ✓ | N/A |
| 9. Determined if the pay inquiry was valid by analyzing the printed MMPA IAW the Military Pay Procedures Manual - Active Component and DoDFMR 7000.14-R, Volume 7A. | ✓ | — |
| 10. Took the appropriate action if the pay inquiry was valid. | ✓ | — |
| 11. Annotated the DA Form 2142 as to the action taken. | ✓ | — |
| 12. Annotated the DA Form 2142 with the reason no action was required if the pay inquiry was not valid. | ✓ | — |
| 13. Returned the DA Form 2142 to the soldier. | ✓ | — |

Evaluation Guidance:

a. SELF EVALUATION. The task has been completed successfully if all performance measures are scored a GO. If you evaluated yourself a NO GO on any performance measure, refer to the applicable reference cited to research that performance measure prior to reevaluating yourself.

b. SUPERVISOR EVALUATION. The soldier has completed the task successfully if all performance measures are scored a GO. If the soldier received a NO GO on any performance measure, show the soldier what was done wrong and how to do it correctly, prior to reevaluating the soldier.

References**Required**

DODFMR 7000.14-R, VOL 7A

Related

SGT Neal
SFC Pannell

Interpret a Reserve Component Military Pay Account 805A-FSC-8106

Conditions:

Given a requirement to research a reserve component pay inquiry and access to:

- a. Military Pay Procedures Manual - Reserve Component (MPPM-RC).
- b. DoDFMR 7000.14-R, Volume 7A.
- c. AR 37-104-10.
- d. Defense Military Pay Office Standard Inquiry System (DSIS).
- e. DSIS User Manual.
- f. A reserve component soldier's pay inquiry.

Standards:

Review a reserve component Master Military Pay Account (MMPA) to determine the required action for a reserve component soldier's pay inquiry.

Performance Steps

1. Receive a Pay Inquiry (DA Form 2142) from a reserve component soldier.
2. Verify the DA Form 2142 has all required information entered.
3. Access the Defense Military Pay Office Standard Inquiry System (DSIS) in accordance with (IAW) the DSIS User Manual.
4. Access the soldier's Master Military Pay Account (MMPA) IAW the DSIS User Manual.
5. Screen the document to determine what portion of the MMPA is required to research the pay inquiry.
 - a. Determine if an entire category of information is needed for the review (e.g., all leave information).
 - b. Determine if a specific entry will suffice for the review (e.g., the soldier's leave balance).
6. Access the portion of the MMPA required to research the pay inquiry IAW with the DSIS User Manual.
7. Print the required portion of the MMPA IAW the DSIS User Manual.
8. Determine if the pay inquiry is valid by analyzing the printed MMPA IAW the Military Pay Procedures Manual - Reserve Component and DoDFMR 7000.14-R, Volume 7A.
9. Take the appropriate action if the pay inquiry is valid.
10. Annotate the DA Form 2142 as to the action taken.
11. Annotate the DA Form 2142 with the reason no action is required if the pay inquiry is not valid.
12. Return the DA Form 2142 to the soldier.

Evaluation Preparation:

This task may be evaluated using two methods.

- a. SELF EVALUATION. Perform the task on the job, using the materials listed in the conditions statement. Evaluate yourself, using the performance measures, graded in accordance with the Evaluation Guidance section.
- b. SUPERVISOR EVALUATION. Ensure the soldier has the materials listed in the conditions statement. Have the soldier perform the task. Evaluate the soldier, using the performance measures, graded in accordance with the Evaluation Guidance section.

Performance Measures

| | <u>GO</u> | <u>NO GO</u> |
|--|-----------|--------------|
| 1. Received a Pay Inquiry (DA Form 2142) from a reserve component soldier. | ✓ | — |
| 2. Verified the DA Form 2142 had all required information entered. | ✓ | — |
| 3. Accessed the Defense Military Pay Office Standard Inquiry System (DSIS) in accordance with (IAW) the DSIS User Manual. | — | N/A |
| 4. Accessed the soldier's Master Military Pay Account (MMPA) IAW the DSIS User Manual. | — | N/A |
| 5. Determined what portion of the MMPA was required to research the pay inquiry. | ✓ | — |
| 6. Accessed the portion of the MMPA required to research the pay inquiry IAW with the DSIS User Manual. | — | N/A |
| 7. Printed the required portion of the MMPA IAW the DSIS User Manual. | — | N/A |
| 8. Determined if the pay inquiry was valid by analyzing the printed MMPA IAW the Military Pay Procedures Manual - Reserve Component and DoDFMR 7000.14-R, Volume 7A. | ✓ | — |
| 9. Took the appropriate action if the pay inquiry was valid. | ✓ | — |
| 10. Annotated the DA Form 2142 as to the action taken. | ✓ | — |
| 11. Annotated the DA Form 2142 with the reason no action was required if the pay inquiry was not valid. | ✓ | — |
| 12. Returned the annotated DA Form 2142 to the soldier. | ✓ | — |

Evaluation Guidance:

- a. **SELF EVALUATION.** The task has been completed successfully if all performance measures are scored a GO. If you evaluated yourself a NO GO on any performance measure, refer to the applicable reference cited to research that performance measure prior to reevaluating yourself.
- b. **SUPERVISOR EVALUATION.** The soldier has completed the task successfully if all performance measures are scored a GO. If the soldier received a NO GO on any performance measure, show the soldier what was done wrong and how to do it correctly, prior to reevaluating the soldier.

References

Required
DODFMR 7000.14-R, VOL 7A

Related

SGT Neal
SFC Pannell